

GUIDE FOR REVIEW OF NON-CURRENT FILES

There is furnished below a review of pertinent information which may be useful to staff personnel engaged in the selection of records in their custody for disposition or retirement. These instructions are intended for use strictly as a guide and do not constitute authorization for disposition of papers not already provided for under established procedures. Additional information and assistance may be obtained by contacting the Administrative Office.

PERMANENT RECORDS:

1. Statutory and Regulatory Requirements.

A summary of the most important statutory and regulatory requirements, insofar as NSC and OCB staff activities are concerned, is being distributed by the Administrative Office.

2. Records - Definition. (Briefed from Records Disposal Act of 1943.)

The word "records" includes all graphic and documentary materials, regardless of physical form or characteristics, made or received by any government agency in pursuance of federal law or in connection with the transaction of public business and appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government or because of the informational value of data contained therein. Extra copies of documents preserved for convenience of reference are not included in this definition.

3. Destruction of Records.

Records may not be destroyed without obtaining special clearances. Destruction of government records which do not appear to have sufficient value to warrant further retention is governed by exclusive procedures established by the Records Disposal Act of 1943, as amended 1945.

Penalties for the unlawful removal or destruction of government records are contained in Title 18 U.S.C., Supp. V., Sec. 2071.

4. Types of Permanent Records.

Listed below are types of files generally found outside the central records which need careful screening in order that documents of permanent value may be preserved. Questions which arise in this connection should be resolved in the light of the "records" definition given in paragraph 2 above and in coordination with the Administrative Office and such other offices and individuals as may be indicated by the nature of the documents involved.

A. Working Files

Records value varies with individual maintaining. Such files should be screened for official papers or special notes or drafts, not otherwise duplicated elsewhere, which may have record value. Permanent record material kept by individual staff officers should be minimal and when found should be forwarded for incorporation within the official files in the Records Section. Most working files contain voluminous reference matter which should be destroyed when no longer needed. (See "Reference Material" heading of this Guide.)

B. Files of Special Committees, Task Groups, Panels.

Examples: Jackson Committee (PCIIA)
Quantico Panel

Files documenting activities of such units or NSC - OCB participation, unless duplicated elsewhere, should be considered as official records and arrangements made for permanent preservation. Such files usually need screening for removal of extraneous matter, duplicate copies, reference material, etc.

C. Files Which Document a Special NSC or OCB Function.

Files documenting certain official functions but maintained separate from the central files for special reasons should be considered as official records and arrangements made for permanent preservation.

D. Special Compilations. - Such as staff studies or statistical information in which extensive research is represented should usually be preserved unless duplicated elsewhere or information contained therein is obsolete.

5. Retirement of Inactive Records.

Inactive records, whether considered of a permanent or temporary nature, may be retired to the Records Center under the following conditions:

- A. Records should be coherently organized so that reference service can be provided when needed.
- B. Records should have a permanent retention value or a firm disposal date established
- C. Reference activity should have decreased sufficiently to allow retirement. (The National Archives and Records

Service, GSA has established the general criteria that records should be transferred to a records center when reference activity in a particular file drawer is less frequent than once a month.)

REFERENCE MATERIAL (Intelligence Reports; Information copies of correspondence and cables; Publications.)

6. Most reference material received by the NSC - OCB staff does not have value as a permanent record in this organization. Permanent record responsibility for such papers lies with the originating agency. There may, however, be instances wherein a specific item received as reference matter should be inserted in the official files because of its critical and significant value or relationship to substantive considerations and actions. Listed below are some of the most common categories of reference material and their usual disposition. All logged papers should be returned to the Records Section for clearance prior to destruction.

A. Intelligence Reports (Except NIE's, SNIE's and other special estimates having permanent value.)

Examples: DIB - Army
SIRAB - Air Force
OIR Reports - State

Disposition: Return to Records Section for destruction as superseded or when no longer of reference value.

B. Activity Summaries of Important Actions, Cables, Correspondence. - As prepared by various agencies. (Do Not confuse with specific reports on substantive projects.)

Examples: Daily Cable Summary - ICA
Daily Summary - State

Disposition: Return to Records Section for destruction or return to originating agency as requested.

C. Information Copies of Cables, Correspondence

Disposition: Destroy when no longer of reference value; usually at end of established retention periods as dictated by volume and reference needs.

D. Publications, Pamphlets of other Government agencies or Commercial organizations.

Disposition: Destroy when no longer of reference value.

E. Special Reports

Examples: Nash Report - Gaither Report.
Reports by Rand Corporation - Brookings
Institution.

Disposition: Normally originating agency or unit is
office of record but special caution must
be exercised in the destruction of reports
originating from special committees of the
President. In certain instances the NSC
may have become the office of record for
some of these reports.

Reports prepared by commercial contract
organizations may also have special retention
value if related to an official project.

F. Distribution Copies - NSC and OCB Papers.

Disposition: Return to Records Section for destruction
as superseded or when no longer needed
for frequent reference.

ADMINISTRATIVE PROCEDURES

7. Nothing in the preceding instructions is to be construed as a relaxation of established security or administrative procedures. Large volumes of material which are normally disposed of routinely should not be forwarded to the Records Section without prior notification and a determination that adequate storage facilities will be available pending disposition.
8. Disposition or retirement of record material should be arranged with the Administrative Office. This office shall be governed by all applicable statutory and regulatory requirements.